

**From:** "Harmon, Whitney" <wharmon@bakerdonelson.com>  
**To:** "William Gibbons (wgibbons)" <wgibbons@memphis.edu>  
**CC:** "Adams, Ben C." <badams@bakerdonelson.com>  
**Date:** 7/11/2017 5:46:16 PM  
**Subject:** RE: HR policy - possible addition  
**Attachments:** 4821-8011-9371 v.1 Possible Addition to Operations & HR policies.docx

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Happy to help. Attached is a revised policy for your consideration.  
Thanks,  
Whitney

Whitney M. Harmon  
Shareholder  
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC  
901-577-2230

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From: William Gibbons (wgibbons) [mailto:wgibbons@memphis.edu]  
Sent: Tuesday, July 11, 2017 3:39 PM  
To: Harmon, Whitney  
Cc: Adams, Ben C.  
Subject: Re: HR policy - possible addition

Thanks for your advice, Whitney.

Bill Gibbons  
Executive Director  
The Public Safety Institute

The University of Memphis  
317 Robison Hall  
Memphis, TN 38152

901.385-4232 | memphis.edu

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From: Harmon, Whitney <wharmon@bakerdonelson.com>  
Sent: Tuesday, July 11, 2017 11:55 AM  
To: William Gibbons (wgibbons)  
Subject: RE: HR policy - possible addition

Great. I will give you a call at 2:30.  
Thank you,  
Whitney

Whitney M. Harmon  
Shareholder  
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC  
901-577-2230

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From: William Gibbons (wgibbons) [mailto:[wgibbons@memphis.edu](mailto:wgibbons@memphis.edu)]  
Sent: Tuesday, July 11, 2017 11:53 AM  
To: Harmon, Whitney; Adams, Ben C.  
Subject: Re: HR policy - possible addition

Whitney,

I should be available after 2 p.m. at 355-4043.

Bill Gibbons  
Executive Director  
The Public Safety Institute

**The University of Memphis**  
317 Robison Hall  
Memphis, TN 38152

 [901.385-4232](tel:901.385-4232) | [memphis.edu](mailto:memphis.edu)

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From: Harmon, Whitney <[wharmon@bakerdonelson.com](mailto:wharmon@bakerdonelson.com)>  
Sent: Tuesday, July 11, 2017 9:27 AM  
To: Adams, Ben C.; William Gibbons (wgibbons)  
Subject: RE: HR policy - possible addition

I'd be happy to assist with this.

Bill,  
Are you available this afternoon for a call? If so, what time works for you?  
Thanks,  
Whitney

Whitney M. Harmon  
Shareholder  
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC  
901-577-2230

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From: Adams, Ben C.  
Sent: Monday, July 10, 2017 5:34 PM  
To: Bill Gibbons; Harmon, Whitney  
Subject: Fwd: HR policy - possible addition

Whitney can you talk to bill gibbons about the attached and suggested changes. Thx to you both.

Ben C. Adams, Jr.  
Chairman and Chief Executive Officer  
Baker, Donelson, Bearman, Caldwell & Berkowitz, PC  
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Begin forwarded message:

From: Sharon Walker <[swalker@memphiscrime.org](mailto:swalker@memphiscrime.org)>  
Date: July 10, 2017 at 5:10:41 PM CDT  
To: "Adams, Ben C. ([badams@bakerdonelson.com](mailto:badams@bakerdonelson.com))" <[badams@bakerdonelson.com](mailto:badams@bakerdonelson.com)>  
Cc: "William Gibbons (wgibbons)" <[wgibbons@memphis.edu](mailto:wgibbons@memphis.edu)>  
Subject: HR policy - possible addition

Ben,  
This is the document you requested.

**Sharon (Sam) Walker**  
Executive Assistant to the President  
Memphis Shelby Crime Commission  
600 Jefferson Avenue, #400  
Memphis, TN 38105  
901-507-4188  
901-577-0286 (Fax)

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